

**Commonwealth of Virginia**

**PRIVATE SECURITY SERVICES ADVISORY BOARD**

**June 13, 2006**  
**Quarterly Meeting Minutes**

Department of Health Professions  
6603 West Broad Street  
Board Room 1  
Richmond, Virginia 23230-1712

**Call to Order**

Kevin Hodges, Chairman, called the meeting to order at approximately 10:00am.

Mr. Hodges asked for a moment of silence for Hayward Long who passed away June 12, 2006. Hayward served as Chairman to the PSSAB and also received the Harold McCann award in 1998.

**Attendees**

Kevin Hodges, Chairman, Dennis VanDuzee, Vice-Chairman, Christopher DiMartino, Secretary, Connie Higginbotham, Stephen Martin, Charles Tobin, Thomas Turner, and Rafe Wilkinson

**Absent**

Deborah Aylward, Deputy Chief James Cervera, Sean Creamer, Mark Fair, and Tony Millner

Since the last meeting in March, Mark Fair, Private Security Business Representative, has had to step down from his position on the Board. The travel commitments with his job have increased, making it difficult to serve on the PSSAB.

**Approval of Agenda**

Christ DiMartino moved to approve the agenda as presented. Dennis VanDuzee seconded the motion. Motion carried.

**Approval of Minutes**

Corrections to the March 29, 2006, PSSAB minutes are as follows, Page one under DCJS Report, the word "and" proceeding Kim Buckner and on page two under the first full paragraph, last sentence is should read "a draft of the regulations will be posted for review after the thirty day public comment period."

Dennis VanDuzee made a motion to approve the amended minutes for the March 29, 2006, PSSAB meeting. Chris DiMartino seconded the motion and the motion carried.

**2006 PSSAB Appointments**

The Criminal Justice Services Board met June 8, 2006, and approved the following seven appointments and reappointments to the Private Security Services Board effective July 1, 2006; Kenneth Davis as Bail Bondsmen Representative, term expiring June 30, 2008, William Stollhans as Private Investigator Representative, term will expire June 30, 2007, Brent Fortner as Private Security Business Representative, term expiring June 30, 2009, Christopher Stuart as Private Security Business Representative, term expiring June 30, 2007. Mr. Stuart is filling Mark Fair's unexpired term. The CJSB reappointed the following members to the PSSAB; Deputy Chief James Cervera as Law Enforcement Representative, term will expire June 30, 2010, Thomas Turner as Special Conservator of the Peace Representative, term will expire June 30, 2010, and Dennis VanDuzee as Electronic Security Business Representative, term will expire June 30, 2010.

**Election of Officers**

Connie Higginbotham nominated Kevin Hodges for Chairman. Chris DiMartino seconded the motion and the motion carried.

Steve Martin nominated Dennis VanDuzzee for Vice-Chairman. Thomas Turner seconded the motion and the motion carried.

Kevin Hodges, Chairman, designated Christopher DiMartino to serve as Secretary to the PSSAB.

**DCJS Report**

Lisa Hahn offered condolences to the family of Hayward Long. She cited that Hayward was a true private security leader and he will truly be missed.

Private Security has had some staff changes this quarter. Claudette Ellett will be retiring at the end of June; she has been with Private Security for six years. Kim Buckner has been approved to hire a training assistant, which is a P-14 position.

Lisa Hahn reviewed the budget numbers for the end of May 2006. She stated that the numbers look good for this year; however we must plan for increased expenditures in our future budget due to filling vacant position, purchasing and maintaining a new licensing software system, increases in building rental, utilities, legal fees, and being able to fill our vacant positions. Our current fee structure will not support the program in the upcoming years. We will be increasing fees in the upcoming regulation changes for all Private Security categories.

We are still negotiating on the pricing structure for the purchase of our licensing software with VITA.

We are also in the process of restructuring and streamlining our business processes. We are also working to incorporate our new licensing system around our new business practices. Focus groups will be forming upon implementing our new system, at that time we will be asking for volunteers.

Lisa Hahn announced that all managers in the Private Security Services Section will have an opportunity to serve as the assistant section chief in her absence. She explained that Burt Walker has served in this designated role along with his managerial role of enforcement for the past several years. In fairness to the other managers Burt and Lisa wanted to give them the opportunity to serve in this role and to gain the additional experience. Therefore, the role will be rotated so that all managers will have this opportunity. Ms. Hahn thanked Burt for taking on the added responsibilities in his job and assisting the Section as the section grew.

Robbie Robertson, Administration Manager, reviewed personnel issues in the Administration unit. As of July 1, 2006, Candace Howard will fill the specialist position

in Criminal History left vacant by Claudette Ellett retiring. Linda Strohecker will serve as the photo identification specialist as of July 1, 2006.

Robbie reviewed the 2006 Private Security Services Conference that will take place in Virginia Beach, Virginia from October 2 – 5, 2006. He extended an invitation to all of those who are interested in coming. An agenda will be posted on the website in the near future.

Kim Freiburger, Licensing Manager, gave information on the licensing unit. She reviewed the current numbers in applications and renewals that come through the unit and the processing time for those.

Burt Walker, Compliance and Enforcement Manager, reviewed the Compliance and Enforcement unit's statistics.

Lisa McGee, Regulatory Manager, gave an update on the regulations. Currently there are three sets of regulations that are being promulgated. All three of them are in different stages. Property and Surety Bail Bondsmen proposed regulations have been submitted for review to Department of Planning and Budget in which they will conduct an Economic Impact Review. We received eleven letters during the Notice of Intended Regulatory Action (NOIRA) public comment period and five letters in the draft period, which resulted in 89 specific comments for Bail Bondsmen.

The Regulations for Bail Enforcement Agents is currently in the proposed document stage and have received three comments.

The NORIA for the Regulations for Private Security Services has been submitted to the Registrar for publication and to establish the thirty-day comment period. These will be published on July 10, 2006, with the comment period from July 10, 2006 through August 9, 2006.

We have received requests from Board members and members of the industry to serve on the Regulations Committee. Once the committee is fully established, meetings will be set up upon the close of the thirty day comment period.

Kim Buckner, Training Manager, gave an update on the staffing in the Training unit. Brandy Anderson is now serving as the Training Application Coordinator and is doing a wonderful job. The Training Assistant position should be filled sometime in July 2006.

Kim reviewed the success on using law enforcement training facilities for private security training, as well as the success of online training.

Kim thanked Lisa Hahn and her fellow managers on her exciting and wonderful first year with DCJS.

### **Committee Reports**

Training Committee report was given by Steve Martin, and the Commonwealth Preparedness Committee report was given by Chris DiMartino.

Dennis VanDuzee moved that the Training Committee and Homeland Security reports to be accepted as presented. Rafe Wilkinson seconded the motion and the motion carried.

### **New Business**

Harold McCann Award nominations will be extended until July 31, 2006. Chuck Tobin made a motion to extend the Harold McCann Award nominations to July 31, 2006. Rafe Wilkinson seconded the motion, the motion carried.

### **Board Comments**

Thomas Turner thanked Lisa Hahn and the unit managers for excellent and informative reports. He stated he would like to see type of reporting continue.

Kevin Hodges commented on the conference preparations and accommodations. He is thankful for all of the hard work that goes into preparing the conferences each year.

Tom Turner commented on the recent legislation General Assembly passed on Campus Security. He asked if contract private security companies that provide campus security will have to receive the same certification as non-contracted campus security officers.

Lisa Hahn informed the Board of several summit meetings she has attended in reference to the law enforcement and private security collaboration. She has been the guest speaker at two of the meetings, one being held in the Northern Virginia area and the other in the Central Virginia region.

### **Public Comments**

Lynn Herring commented on the service and dedication on Hayward Long. He stated the Hayward gave tirelessly to the industry and volunteered many hours and was one of the first people to receive the Harold McCann Award.

### **Adjournment**

Steve Martin made a motion to adjourn the meeting. Chris DiMartino seconded the motion. The motion carried.

**Public Attendees**

Paul Ellis  
Bill McCrory, Jr.  
Jennie McLamb  
Lynn Herring  
Landon White  
Mary Kay Wakefield  
George Haudricourt  
Brent Fortner  
Charles Cline  
James H. Rowe  
Harry Merchant  
John Covin  
Kenneth B. Davis  
Meriah Crawford  
James Davoringh  
Brooker Taylor, Jr.  
Calvin Couch  
GA Ball  
Bill Scouten  
Joe Flauniri  
Carl Fisher  
John Kochensperger  
Thomas Hudgins  
Bill Stollhans  
Ed Becher